INFORMATION SERVICES BOARD

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STATE OF WASHINGTON

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Department of Printing

Department of Information Services

Supply Chain Management and Procurement -

NIGP Commodity Codes Data Standards

ISB Standards

Version 2.0

October 8, 2009

Statewide Contributors and Reviewers:

Statewide Procurement Stakeholders
Statewide Accounting Consultants and Agency
Fiscal Officers
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1. Purpose

These standards establish the National Institute of Government Purchasing (NIGP) Commodity Code at the 5-Digit level minimum as state data standards for agency procurement and supply chain management systems.

1.1. Statutory Authority

The provisions of RCW 43.105.041 detail the powers and duties of the Information Services Board (ISB), including the authority to develop statewide or interagency information services and technical policies, standards, and procedures.

1.1.1. Business Steward/Sponsor Authority

The provisions of RCW 43.19.1980 detail the powers and duties of the Department of General Administration (GA) including that the director of general administration, through the state purchasing and material control director shall 'Provide for a commodity classification system and may, in addition, provide for the adoption of standard specifications.

1.2. Scope

Applicability, compliance, and exemptions

These standards apply to state of Washington executive branch agencies, agencies headed by separately elected officials, and institutions of higher education referred to as "agencies" throughout this document. Academic and research applications at institutions of higher education are exempt.

- Starting October 8, 2009 the NIGP Commodity Code Data Standards will be used in all new procurement and supply chain management systems.

- Existing systems or those under construction as of October 8, 2009 are not required to comply until significantly redesigned or replaced.

Exemption requests must be submitted to the Department of General Administration Services Division and Department of Information Services Management and Oversight of Strategic Technologies Division and will be forwarded to the Information Services Board or its delegated body of authority for decision.

2. Standards

Agencies shall use National Institute of Government Purchasing (NIGP) Commodity Codes at the 5-Digit level minimum for newly designed or redesigned agency procurement and supply chain management systems.

- Agencies shall use the Commodity Code Standards Data Dictionary that provides common structure to promote data sharing (See **Appendix A - Commodity Code Data Dictionary**.)

- Agencies shall download the entire 11-Digit Code set, yet may choose to use 5-Digit, 7-Digit, or 11-Digit codes based on business needs. *Example usage scenarios:*

5-Digit Class-Item Code:	Vendor classifications for vendor management systems.
7-Digit Class-Item-Group Code:	Agreement classifications for contract management systems.
11-Digit Class-Item-Group-Detail Code:	Product and service classifications for inventory management systems.

- Agencies *shall not* use the 3-Digit NIGP Class Code to code an item, yet can be used as a point of reference. Although available in the master code file downloaded by an agency, 3-Digit codes do not provide enough detail for state enterprise business needs.

- The NIGP Code Type field is a filter value that allows users to sort and search by code level. Filter values 2,3 and 4 are associated with equivalent code levels 5, 7, and 11-Digits.

- For existing 10-Digit systems, agencies may truncate the 11th-Digit or add a new 11-Digit field to their system.

2.1. NIGP Usage and Support

- The Department of General Administration (GA) will license the NIGP Commodity Code Set for statewide use.

- The Code is a copyrighted product owned by NIGP. It was developed by NIGP in partnership with Periscope Holdings, Inc. who holds the exclusive license to maintain, enhance, and market the Code.

2.1.1. Download or search for NIGP codes

- Agencies shall download the 11-Digit NIGP Code directly from the NIGP Website www.nigp.com and shall check the NIGP website quarterly to ensure they have the latest code set and update if needed.
- Agencies can search for NIGP Codes via the NIGP website and can view or download NIGP Code changes anytime.
- Agencies may download the NIGP Code set anytime it is updated. NIGP updates the code dynamically to include new commodities and services as they come to market.

2.1.2. Receive NIGP Code support

- NIGP will provide Web-based and direct agency customer support. NIGP is contracted to respond within 24 hours.
- Agencies shall contact NIGP Customer Service at (800) 757-6064 x223 or info@nigp.com to be set up as agency administrators, obtain general assistance, or inquire about custom codes.

3. Governance Processes

3.1.1. Maintain hierarchical structure and commonality

- Agencies shall maintain the NIGP commodity code hierarchical structure.
- Agencies shall not create custom codes. *Only* NIGP is responsible for creating new codes.

3.1.2. Request a new or custom code

- Agencies shall contact NIGP to request all new or custom codes. NIGP will provide all codes, including those unique to Washington State.

3.1.3. Receive major NIGP Code updates

- Agencies will receive minor NIGP Code updates directly from NIGP's website. The downloadable code set is updated dynamically as new items come to market.
- For major updates to the NIGP Commodity Code, NIGP will contact the Department of General Administration (GA) to participate on a national commodity code revision team. GA and NIGP will notify agencies of major NIGP Code updates.
- GA is responsible for updating the Data Dictionary with new NIGP Data Attributes. GA will work with and notify statewide stakeholders of all Data Dictionary revisions.

3.1.4. Roles and Responsibilities

- General Adminstration, as the Business Sponsor will continue to involve statewide administrative and financial agencies such as Office of Financial Management, Department of Personnel, Office of Minority and Women's Business Enterprises, Department of Information Services and statewide procurement groups in the governance and major change management process. GA may request other stakeholder groups to represent statewide data stewards as needed.

4. Appendix A – Commodity Code Data Dictionary

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Line of Business (subject area)	Data Attribute (element)	Description (definition)	Data Type (format)	Length	Example (value domain)	Example (code levels)		Comments	XML Namespace	System of Record	Business Owner	Date Modified
Supply Chain Management	Commodity Code	Hierarchical, numerical code assigned to classify each commodity to selected level of detail.	text/ alphanumeric/character	11	62080000000	5-Digits	Class+Item	The dash "–" (without quotes) separates numbers by level for reports, screen views, etc. 620-80-21-000-0	wa:gov:scm: CommodityCode	NIGP	General Administration (GA)	YYYYMMDD
					62080210000	7-Digits	Class+Item+Group					
					62080210354	11-Digits	Class+Item+Group+Detail					20091008
Supply Chain Management	Commodity Code Type	Provides filter value	text/ alphanumeric/character	1	2	5-Digits	Class+Item	Type 1 is allowed for 3-Digit views, searches, etc, yet selected code shall be Type 2,3, or 4 for 5, 7, or 11-Digits	wa:gov:scm: CommodityCodeType	NIGP	General Administration (GA)	YYYYMMDD
					3	7-Digits	Class+Item+Group					
					4	11-Digits	Class+Item+Group+Detail					20091008
Supply Chain Management	Commodity Code Description	Provides description of commodity at selected level of detail	text/ alphanumeric/character	variable	Pens, Ball Point, Retractable, Refillable, All Plastic Barrel W/Metal Pocket Clip Fine Point, Black Ink, 12/Box				wa:gov:scm: CommodityCodeDescription	NIGP	General Administration (GA)	YYYYMMDD 20091008
Supply Chain Management	Commodity Code Unit of Measure	Provides Unit of Measure (UOM)	text/ alphanumeric/character	4	BOX, EA, ROLL, PKG, SHT, FT, SQYD, BAG, DM, LFT, CTN, BTL				wa:gov:scm: CommodityCodeUOM	NIGP	General Administration (GA)	YYYYMMDD 20091008

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Date	Version	Editor	Changes
Aug 4, 2009	1.0	Paul Warren Douglas, DIS Servando Patlan, GA State Procurement Subject Experts	Initial Business Sponsor Draft
Aug 6-17, 2009	1.1	Paul Warren Douglas, DIS Servando Patlan, GA Sadie Rodriguez-Hawkins, OFM Allen Schmidt, OFM Lee Hall, OFM	Incorporated stakeholder comments. Revised Scope section and Sponsor/Roadmap Endorsement Removed Sections 4 & 5, Rationale and Business Sponsors that duplicate the associated Business Case Document. Revised Data Standards Attribute/Element Table based on new structure – Renamed to Data Dictionary, and moved to Appendix A. Added Date Modified to Appendix A. Added GA responsible for Data Dictionary Attributes and working with stakeholders as needed. Added 3.1.4 Roles and Responsibilities.
Aug 20-25, 2009	1.2	Paul Warren Douglas, DIS	Committee and Stakeholder comments to clarify Scope section - clarified "existing systems aren't required to comply until…" Revised expected adoption date to October 8, 2009. Stakeholder revisions for clarity.
Aug 26, 2009	2.0	Paul Warren Douglas, DIS	Enterpise Architecture Committee endorsed.
Aug 27, 2009	2.0	Paul Warren Douglas, DIS	Added Business Owner Column to Appendix A – Data Dictionary
Oct 8, 2009	2.0	Paul Warren Douglas, DIS	Adopted by the Information Services Board

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